



U. S. Small Business Administration

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Dear Small Business Owner,

We are requesting your participation in a two-part Government Forum that will be held during MED Week, Friday September 8, 2006, at the Hyatt Regency Chicago, 151 East Wacker Drive, Chicago, IL 60601.

Part I of this forum will consist of a morning workshop for small business owners entitled, "**Win Government Contracts for Your Small Business.**" Part II of this program will consist of a Buyers Forum of state, federal, and local government procurement officials which will be held that afternoon.

We are requesting your participation in the morning workshop that will be held from 9:00 am to 12:00 noon. This workshop will be taught by our Procurement Technical Assistance Center (PTAC) resource partners, *John DiGiacomo and James Kleckner*. They are the authors of a book entitled, "**Win Government Contracts for Your Small Business**".

As part of the resource partner network for the U.S. Small Business Administration and the Illinois Entrepreneurship Network (IEN), *DiGiacomo and Kleckner* have designed a half-day workshop modeled after the information found in their book which provides assistance to all small businesses seeking government contracting opportunities. According to the authors, "unlike other books in this field, this is the only one that covers the step-by-step procurement process in detail which allows small businesses to successfully compete for government contracts - and make more money for their small businesses - by making the government their best customer."

The cost of the workshop has been partially funded by the Med Week Council, and your cost is \$25.00. This fee will include the textbook "**Win Government Contracts for Your Small Business**" and lunch. Due to limited resources, the first 100 small business owners to register for this workshop will receive a copy of the book.

The Buyers Forum will be held from 1:00 pm – 4:00 pm. This forum will be attended by Government procurement officials who will provide onsite procurement opportunities and procurement forecast information to small businesses. The participating Government procurement officials will be from state, federal and local governmental entities. These buyers will have contracts, purchase orders, credit card orders, and the like to award to small businesses onsite. Since all federal government contracts under \$100,000 are targeted for small businesses, this forum will be an ideal environment to make awards to those small businesses actively seeking contracting opportunities with the federal government.

Your participation is needed to make this Government Forum a huge success. Please register at www.chicagomedweek.com.

The Co-Chairs of this Government Forum would like to thank you in advance for your participation.

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